

JOB OPPORTUNITY

NOW HIRING



California State Auditor
Bureau of State Audits

ADMINISTRATIVE ASSISTANT I or EXECUTIVE ASSISTANT
(5361/KG40) (1728/CD40)

PERMANENT/FULL TIME EMPLOYMENT

SALARY RANGE: **Administrative Assistant I**
\$3,658 - \$4,446 (Range L)

Executive Assistant
\$3,288-\$3,996

DUTIES: Under the general direction of a Staff Services Manager I, the Administrative Assistant I or Executive Assistant exercises wide latitude in performing confidential and essential administrative detailed work, relieving the State Auditor (SA) and Chief Deputy State Auditor (CDSA) of a wide variety of administrative tasks. Duties include, but are not limited to:

- Preparing background information for the SA and CDSA for a variety of meetings and appointments.
- Managing calendars for the SA and CDSA.
- Preparing PowerPoint presentations.
- Handling written and verbal inquiries for the SA and CDSA from the Legislature, press, public, and office employees.
- Preparing memos, letters and other documents.
- Carrying out special and often complex projects at the direction of the SA and CDSA.
- Coordinating all travel arrangements for the SA and CDSA for meetings and training.
- Providing assistance to the SA and CDSA and relieving them of administrative details.
- Processing incoming legislative audit requests, maintaining files on audit status, and preparing monthly reports.
- Compiling and maintaining administrative, legislative, and confidential and historical files often containing controversial and politically sensitive material.
- Performing special projects.
- Researching issues using statutes and legislative bill language as needed.
- Providing back-up assistance to other executive office managerial and administrative staff on an as-needed basis.

DESIRABLE QUALIFICATIONS:

- Ability to work in a team environment and independently.
- Strong organizational and communication skills.
- Ability to communicate effectively with all levels of the organization.
- Patience, poise, flexibility, tact, reliability, dependability.
- Ability to work with priorities/deadlines subject to frequent change.
- Ability to handle multiple tasks, deadlines, and work well under pressure.
- Knowledge of Windows-based Microsoft Office 2007 Word, Excel and PowerPoint.

Location

Location
Bureau of State Audits
555 Capitol Mall, Suite 300
Sacramento, California 95814

Contact

Lynne Gaal
(916) 445-0255

FINAL FILING DATE: OCTOBER 12, 2009 OR UNTIL FILLED

SELECTION PROCESS: Candidates who have lateral transfer eligibility or who have current employment list eligibility may apply. After an initial screening of applications, bureau personnel will select only the most qualified candidates for an interview. The appointment will be made in accordance with applicable personnel laws and rules.

Upon appointment, all employees of the bureau are subject to **fingerprinting and having a background check conducted.**

All Bureau of State Audits are excluded from collective bargaining.

**EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, RELIGIOUS CREED, NATIONAL ORIGIN
ANCESTRY, SEX, MARTIAL STATUS, DISABILITY, POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION**

*IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT
WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH
THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.*